

McHENRY COUNTY COLLEGE TRAVEL ADVANCEMENT/REIMBURSEMENT FORM

YOUR NAME	Ron Parrish	ACCOUNT NUMBER(S):	AMOUNT:	100% Cash Advance Request: <input type="checkbox"/> Yes <input type="checkbox"/> No
YOUR SUPERVISOR	Bob Tenuta	01-8050-501014-550200010	\$ 132.39	Weekend travel requires approval by your President's Cabinet Member - select one.
DIVISION/DEPT	Board of Trustees		132.39	<input type="checkbox"/> Clint Gabbard <input type="checkbox"/> Al Butler <input type="checkbox"/> Christina Haggerty <input type="checkbox"/> Bob Tenuta
TODAY'S DATE	M. Keehn 3/6/17		131.92	<input type="checkbox"/> Chris Gray <input type="checkbox"/> Terri Berryman <input type="checkbox"/> Brock Fisher <input type="checkbox"/> Juletta Patrick
* Attach printout of your MapQuest when calculating your mileage.				Signature of PC Member & Date Approved:

Date(s) of Travel	Departed from Arrived at	Departure Time & Arrival Time	As of Jan 1, 2017	Transportation	Lodging per day**	Meals per day**	Parking	Misc. Expenses	Daily Totals
			Miles Driven * x 0.535						
02/13/17	Woodstock		46.84					Porter tip	\$ 30.06
	O'Hare Airport		\$25.06					\$ 5.00	
	O'Hare Airport	3:25 PM							
	Washington Reagan Airport	6:12 PM	\$0.00						
	Washington Reagan Airport								\$ 57.80
	Wardman Park Marriott		\$0.00	\$30.00		\$27.80			
02/14/17	Wardman Park Marriott		\$0.00						
02/15/17	Wardman Park Marriott		\$0.00					Over meal allowance on MasterCard	-
								\$ (21.00)	
02/16/17	Wardman Park Marriott							Porter tip	\$ 35.00
	Washington Reagan Airport		\$0.00	\$30.00				\$ 5.00	
	Washington Reagan Airport	2:52 PM							
	O'Hare Airport	4:10 PM	\$0.00						
	O'Hare Airport		47.72					Porter tip	\$ 30.53
	Woodstock		\$25.53					\$ 5.00	
			\$0.00						
			\$0.00						
			\$0.00						
Total Travel Expense:			\$ 50.59	\$ 60.00	\$ -	\$ 27.80	\$ -	\$ (6.00)	\$ 131.92
								Total Travel	\$ 132.39

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MAR 13 2017

Purpose of Trip(s): Attend the ACCT National Legislative Summit in Washington, DC February 13-16, 2017. BOT approved travel at the December 15, 2016, per Bd Rpt #16-139. Hotel (with two meals) and conference registration paid on college's credit card.

Traveler went over allow amount for meal reimbursement on 2/15/17 by \$21 (on hotel bill). Airfare was previously submitted by trustee

Trustee's Signature: *Ron Parrish* **Date:** _____
I hereby certify that the above actual expenses were incurred by me in the performance of my duties as an Trustee of McHenry County College, Crystal Lake, IL.

Budget Officer/Supervisor's Signature: *[Signature]* **Date:** 3/13/17

Controller's Signature: _____ **Date:** _____

Use only on Reimbursement request - Less: Cash Advance

Total Due To / (Owed by) Trustee \$ 131.92

See MCC Travel Policies in myMCC > Resources > Policies and Procedures *Rev'd 12/15/16*
Receipts must accompany the travel reimbursement form, if you do not have your detailed receipts you will not be reimbursed.
** See Board Policy 2.15 for Maximum Reimbursable Rates.

- Trustee is responsible to review and understand the travel procedure.
- Reimbursement request must be submitted **within two weeks of the last travel date**.
- Reimbursement will not be provided for expenses of a spouse, dependent or personal guest.
- Handwritten or incomplete/inaccurate forms will be returned to Trustee/Supervisor.